

Instructions for Completing
DIRECTOR'S **ANNUAL**
STUDENT MEMBERSHIP/ATTENDANCE REPORT

REPORT DUE DATE: July 1

- **Date Beginning** - The first school day's date for the **2001-02** school year.
- **Date Ending** - The last school day's date for the **2001-02** school year.
- **Number of Days in Session** - The number of instructional days for the entire school year.
Note: *Indicate on the bottom of the form the number of full days made-up by extending the school day.*
- All membership/attendance reports should include **district level** and **individual school level reports** which reflect the entire school year.
- **School Number** – This is the four (4) digit number assigned by the State Department of Education.
- This report includes only grades Kindergarten through grade 12; **do not include Pre-Kindergarten** on this report.
- **Grade 'N'** - Nongraded students in Special Education Options 7, 8, 9. (Do not count Pre-Kindergarten Students)
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. **E + E1 = Net Enrollment** (*please refer to the Attendance Accounting Manual for definitions of the enrollment codes*) This is the only category in which records of boys and girls must be compiled and reported separately.
- **End of Month Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (Withdrawn) + R (Returned) = Total Membership
- **Partial Student ADA**
The calculation of ADA is unchanged; ADA must be equal to or less than ADM for partial students. In no case can ADA be greater than ADM.
- **Partial Student ADM**
If a student is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's ADM must reflect only the portion of day enrolled (ADM) in school. For example, if a student is enrolled to attend only half of the school day, their ADM would be 0.5000.
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**